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GENERAL LEDGER ACCOUNTS AND TRIAL BALANCES

- I. GENERAL: Finance Instruction 511.1, General Ledger Procedure, released under Finance Procedure Notice No. 79, dated August 26, 1944 provides in Part I, paragraph VII for the consolidation of prior year accounts for all continuing or extended appropriations into the related accounts used for transactions against 1945 allotments.
- II. CONTINUING OR EXTENDED APPROPRIATIONS OR FUNDS: To avoid possible confusion in identifying the accounts to be brought forward from prior fiscal years and the appropriations and funds to be consolidated, the following list of appropriations and information is given:

Continuing FundsExtended Appropriations

12X8015

122/45938

12X8088

12-111/50026(44)

12X8200

12-111/50026(44.1)

12X8338

12-111/50026(44.3).695

12X8729

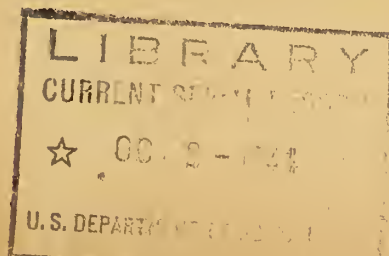
12-111/50028(44)

12X0108

12-111/50029(44)

12-111/50025(44)

- III. CLOSING GENERAL LEDGER ACCOUNTS FOR THE MONTH OF SEPTEMBER: In closing for the month of September the transactions flowing to the Allotment and General Ledger Units are to be cut-off simultaneously. The General Ledger Unit will balance the pertinent accounts with the Allotment Ledger and will prepare Trial Balances for all appropriations and funds in the usual manner. These Trial Balances are to be forwarded to this office without delay. Immediately after taking the Trial Balances and prior to any General Ledger postings for October activities, the consolidating entries will be prepared and posted to the General Ledger from a Standard Form 1017-G, Journal Voucher. Two copies of each Journal Voucher are to be forwarded to this office. One copy will be used for posting to the National Ledger, while the remaining copy will be used by the Reports Unit, Fund Accounting Section, Washington 25, D. C. for analysis and verification purposes.
- IV. CONSTRUCTION OF BALANCES FOR BUDGETARY ACCOUNTS FOR FISCAL YEAR 1943 ALLOTMENTS: Since the procedure followed during the Fiscal Year 1943 did not prescribe budgetary accounts to reflect the status of the allotments for that year, it will be necessary to construct the balances of all budgetary accounts for those appropriations and funds prior to consolidating that activity with the budgetary accounts for the Fiscal Years 1942, 1944 and 1945.

Fund Accounting
General Ledger

Sheet 1

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- V. CLOSING ACCOUNTS 46, ALLOTMENT CONTROL AND 47, INTER OFFICE CASH CONTROL (BY APPROPRIATION): The balances contained in accounts 46, Allotment Control, and 47, Inter Office Cash Control, for each appropriation will be closed into account 02, Available Appropriated Funds (by appropriation) as follows:

Debit: 02 Available Appropriated Funds (by symbols and titles)

Credit: 46 Allotment Control
and

Debit: 47 Inter Office Cash Control

Credit: 02 Available Appropriated Funds (by symbols and titles)

- VI. ACCOUNTS RECEIVABLE - APPROPRIATIONS: In the event any of the appropriations to be consolidated have accounts receivable, represented by Standard Form 1097 Adjustments, such receivables are to be reduced with a corresponding charge to account 02, Available Appropriated Funds.
- VII. ACCOUNTS PAYABLE - APPROPRIATIONS: If the accounts payable for any appropriation to be consolidated contain balances, the sum of such payables are to be debited with a corresponding credit to the related account 91.3 Unliquidated Obligations. In the event any portion of the accounts payable represents unaccomplished Standard Forms 1097, that portion is to be closed into the "02" account.
- VIII. MONTHLY TRIAL BALANCES: Effective as of September 30, 1944 the monthly General Ledger Trial Balances are to be forwarded in duplicate for all appropriations currently available for expenditure or obligation. These Trial Balances are to be forwarded to the Fund Accounting Section, Finance Division, Washington 25, D. C. not later than the fifth day following the close of each month.
- IX. CARBON COPIES OF GENERAL LEDGER ACCOUNTS: Paragraph I, A. of Finance Instruction 511.1 provides for the National Ledger to be posted monthly from entries obtained from copies of the General Ledger Accounts maintained by the various regional offices. Each carbon copy of the General Ledger Account should bear the name of the region such as "Northeast". The name may be affixed by means of a rubber stamp - this method is found convenient. This identification will aid us in determining the applicable region when the sheets become detached or separated in the mail.